URSULA FRAYNE
CATHOLIC COLLEGE

XAVIER CAMPUS
Pre-Kindergarten- Year 6
66 Balmoral Street, East Victoria Park,
Perth WA 6101 | P: 08 9470 0400

JOACHIM CAMPUS
Year 7- Year 12
15 Duncan Street, Victoria Park,
Perth WA 6100 | P: 08 9470 0900

MUSIC TUITION TERMS AND CONDITIONS

Updated: 2027

Table of Contents

Mission Statement 2
Agreement and Financial Responsibility 2
Enrolment and Withdrawal 3
Lessons 4
Equipment 6
Ensemble Participation 7
Fees and Charges 8
Overdue Accounts 9
Withdrawal of Student from Program 10

Mission Statement

At Ursula Frayne Catholic College, our Music Tuition Program exists to nurture the God given talents of every student and to cultivate creativity, discipline, and personal growth. Learning an instrument strengthens focus, perseverance, and collaboration while enriching each child's spiritual, emotional, and intellectual development. Through instrumental lessons and ensemble participation, students contribute to the vibrant cultural life of the College and are encouraged to use their gifts in service of others, reflecting the mission and values of our Catholic community.

Agreement and Financial Responsibility

- These Terms and Conditions form the agreement between the College and the parent(s)/caregiver(s) who enrol a student in the Music Tuition Program. By submitting the online enrolment form, parents/caregivers confirm that they have read and accept these Terms and Conditions.

- The Terms and Conditions and fees for the following year will be published and emailed to families by the end of Term 3. Where a student's enrolment continues into a new year, the updated Terms and Conditions apply from the start of that year unless the family has withdrawn by Week 8 of Term 4.

- The parent(s)/caregiver(s) who complete the enrolment are responsible for paying all music tuition and instrument hire fees. Where two parents/caregivers are named as fee-paying contacts, each is responsible for the full amount owing, unless a different arrangement has been agreed in writing with the Finance Office.

- Notices about enrolment, fees and overdue accounts will be sent by email to the fee-paying parent(s)/caregiver(s) at the email address held by the College. Families must keep their contact details up to date via SEQTA Engage.

Enrolment and Withdrawal

- Once students enrol in music tuition at the College, their enrolment remains in place until they complete their schooling at the end of Year 12 or the family submits the online Music Tuition Withdrawal Form. Continuing enrolment is conditional on the family's accounts being up to date (see Fees and Charges). Lessons for a new year will not be scheduled for a student whose music account has an overdue balance from the previous year, unless an approved payment arrangement is in place.

- Students may learn up to two instruments at the College at a time. Students learning a second instrument should expect one of their lessons to occur outside normal classroom hours (i.e., before school, recess, lunchtime, or after school).

- Students may apply for tuition for the start of Term 2, 3, and 4. Applications can be made through the college website and will be charged at a pro-rata rate. The pro-rata fee is invoiced when the application is accepted, and lessons will commence once payment has been received or an approved payment arrangement is in place.

- In order to emphasise perseverance and commitment, music tuition is a year-long commitment. Families are encouraged to complete the full year. If a student wishes to withdraw from the program prior to the end of the year, the family must submit the online Music Tuition withdrawal form. Fees for any term in which lessons have already commenced are not refunded, and withdrawal does not cancel any amount already overdue.

- Notice of withdrawal must be submitted by the end of the preceding term. For example:
    - End of Term 1 for withdrawal at the end of Term 2
    - End of Term 2 for withdrawal at the end of Term 3
    - End of Term 3 for withdrawal at the end of Term 4
    - End of Term 4 for withdrawal at the start of the next school year

- Where notice is received by this deadline, fees for terms after the withdrawal date will be removed from the account, or refunded if already paid. Where notice is received after the final day of the preceding term, withdrawal takes effect at the end of the following term and fees for that term remain payable. Notice is taken as received on the date the online form is submitted, and the College will confirm the withdrawal by email.

- Withdrawal can only be made through the online Music Tuition Withdrawal Form. Advising or emailing a tutor, or a student ceasing to attend lessons, is not notice of withdrawal and fees will continue to apply.

Lessons

- The Instrumental Tutor allocated to your child will contact you before lessons commence each year or term to introduce themselves and outline their lesson procedures.

- Lesson entitlement per year:
  - PP-Year 9: 34 lessons, running from Term 1, Week 2 to Term 4, Week 9.
  - Year 10: 30 lessons, running from Term 1, Week 2 to Term 4, Week 6.
  - Year 11: 28 lessons, running from Term 1, Week 2 to Term 4, Week 4.
  - Year 12: 24 lessons, running from Term 1, Week 2 to Term 3, Week 10.

- Lessons may be individual or paired. Standard lessons are delivered in 30-minute blocks. Where a suitable partner is unavailable for a paired lesson, the Music Administrator will communicate possible options with the parents.

- When parents choose the paired lesson option and a suitable partner is available, the arrangement is made on the understanding that missed lessons are not refunded, and make-up lessons are not provided. This is because the scheduled 30-minute lesson still proceeds for the remaining student.

- Lessons are scheduled on a rotating timetable to ensure students do not miss the same class each week. Families with special circumstances (e.g., students avoiding ATAR classes) should discuss options with their tutor. Accommodations may be provided where possible within tutor availability.

- Xavier Campus: Students are collected from and returned to class by their music tutor.

- Joachim Campus: Students follow their SEQTA timetable and must arrive punctually to lessons. Year 7 students will receive additional support during the first few weeks of Term 1.

- Joachim students studying ATAR Music may opt for a 45-minute individual lesson.

- Once tutors have finalised timetables, lesson times will appear in students' academic timetables in SEQTA. Students are responsible for attending lessons and rehearsals on time.

- Music lessons are scheduled for the term. Any changes must be requested in advance by the parent or student. Initial timetables may change during the term due to the impact of assessments, excursions, and camps.

Changes of timetable will be communicated by the tutor.

- If a student will be absent from a lesson or ensemble rehearsal, parents must email the music tutor or ensemble director **with 48 hours' notice.** It is at the tutor's discretion to give a make-up lesson with less than 48 hours' notice. There will be no credits given for sickness or non-attendance.

- Tutors will make up lessons missed due to public holidays, College events, carnivals, and camps to reach the yearly quota of lessons.

- If the College is unable to provide a student's full lesson entitlement for the year (for example, due to extended tutor unavailability), a credit will be applied to the music account for lessons not delivered or made up.

- Tutors manage lesson timetables and should be contacted first regarding schedule adjustments.

- Queries regarding instruments or billing should be directed to the Performing Arts Administrator. Tutors are not able to approve withdrawals, fee changes, credits or payment arrangements.

Equipment

- Students are encouraged to purchase their own instrument from a reputable, local music retailer to support consistent practice and ensure suitability and quality. Families are encouraged to insure instruments through their home and contents insurance policy.

- The College has a limited number of string, woodwind, and brass instruments available for hire on a first come, first served basis. The initial set of consumables is provided with instrument hire. Subsequent items (such as reeds, rosin, mouthpieces, ligatures, shoulder rests, leads, etc) must be purchased by families. The College will cover servicing costs arising from normal wear and tear of hired instruments.
    - Any damage or repair resulting from misuse or accident will be the responsibility of the family. Instrument hire is available only to families whose accounts are up to date.
    - Hired instruments must be returned to the Performing Arts Administrator within 10 school days of withdrawal from the Program. If an instrument is not returned, the family will be charged its replacement cost, which will be credited (less any repair costs) if the instrument is later returned.

- Each student receives one Music Journal per year. Tutors use this journal to record weekly tasks. Parents/caregivers should check and sign the journal each week.

Ensemble Participation

- All students in Years 3-12 undertaking music tuition are expected to participate in at least one major College ensemble. Students will be notified of their allocated ensemble at the beginning of the year.

- Ensemble rehearsals may occur before school, during school, or after school, and attendance is expected.

- Xavier Campus: Students learning an orchestral string or concert band instrument must complete the Sound Beginnings Course during their first year of tuition, or in Year 3 for Preparatory School students.

- Joachim Campus: Students learning an orchestral string or concert band instrument for the first time must complete the Sound Explorers Course during their first year of tuition.

- Year 7 students with prior experience will be placed in the appropriate ensemble by their tutor once rehearsals commence.

Fees and Charges

- Fees and charges may vary each year. Parents will be notified of any changes with at least one term's notice.

- To enrol and continue in the Music Tuition Program, the family's College fee account and music billing account must both be up to date. An account is up to date when no amount is overdue, or when an approved payment arrangement is in place and payments under it are being made on time.

- Music tuition fees are additional to school fees and are paid via a separate music billing account. Fees are billed at the start of the school year (or when an application is accepted, for students joining after Term 1).

- Payment must be made in full by 25th March each year. Alternatively, we will accept payment in 3 equal instalments as per the below dates:

  Instalment 1 - 25th March

  Instalment 2 - 25th June

  Instalment 3 - 25th September

- Payments must be paid by BPAY as per the BPAY details on your Music Tuition Statement (Do not use the BPAY details on your College Fee Statement as they are different) Alternatively, you can pay by cash or card at either campus's Reception or contact us to make payment over the phone.

- Fees for instrument hire and tuition are non-refundable, except as set out under Enrolment and Withdrawal, Lessons, and Withdrawal of Student from Program.

- Families are responsible for purchasing any recommended instrumental books, external examination fees, or piano accompaniment expenses.

Overdue Accounts

- Families experiencing financial difficulty are encouraged to contact the Finance Office as early as possible, and before a due date where they can, to discuss a payment arrangement. These discussions are confidential.

- If a payment is not received by its due date, a reminder will be emailed to the fee-paying parent(s)/caregiver(s).

- If the amount remains overdue 14 days after the due date, a final notice will be issued advising that the student's music lessons will be suspended unless the overdue amount is paid, or an approved payment arrangement is in place, within a further 7 days.

- If the account remains overdue after the final notice period, the student's lessons will be suspended until the overdue amount is paid or a payment arrangement is approved. The College will communicate about the account with parents/caregivers only, and tutors will be advised only that lessons are suspended.

- Lessons missed during a suspension will not be made up, and fees are not reduced for that period, as the tutor's time remains allocated to the student.

- If the overdue amount has not been paid, or an approved payment arrangement put in place, within four school weeks of lessons being suspended, the student will be withdrawn from the Program. The lesson place may be offered to another student and any hired instrument must be returned. Fees for each term that commenced before the withdrawal remain payable; fees for later terms will be removed from the account.

- A student withdrawn for non-payment will not be re-enrolled until all outstanding amounts have been paid in full.

- Unpaid music fees are a debt owed to the College and may be managed under the College's fee collection procedures, including referral to a debt collection agency. Reasonable costs incurred by the College in recovering overdue amounts may be added to the account.

Withdrawal of Student from Program

- Students who are absent from ensemble rehearsals or music lessons three or more times within a term, without an acceptable reason communicated by a parent/caregiver, will be required to meet with the Head of Learning Area – Performing Arts to discuss their involvement in the program.

- The Head of Learning Area – Performing Arts may withdraw a student's enrolment in the Music Tuition Program at any time if deemed in the best interest of the student, or where the music account remains overdue as set out under Overdue Accounts. Parents/caregivers will receive written notice if such a situation arises. Where the College withdraws a student for reasons other than non-payment, fees for lessons not yet delivered will be credited or refunded.